

ZONING RECLASSIFICATION

APPLICATION



November 1, 2015

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

Stafford County Department of Planning & Zoning

1300 Courthouse Road
P.O. Box 339
Stafford, VA 22555-0339

Phone: 540-658-8668
Fax: 540-658-6824

www.staffordcountyva.gov

Reclassification Application Instructions

1. It is recommended that a preliminary conference should be held with the staff to discuss the application before it is filed.
2. Completely fill out, sign and date the application form sheet.
3. If the applicant is not the owner of the property, attach a notarized letter from the owner authorizing the applicant to apply for the rezoning and act as his/her agent.
4. The applicant must provide three (3) copies of a boundary survey with the metes and bounds description of the property being rezoned. The County will use this information to set the zoning map for the property and identify changes of zoning for tax collection purposes.
5. The applicant must provide the names and addresses of the adjacent property owners, including those across the road(s) from the property. The names and addresses can be obtained at the Commissioner of the Revenue's office. The County will use the list to notify the abutting property owners of the public hearing.
6. Impact statements are required for rezoning requests that meet certain criteria. See page 17 for more information.
7. A filing fee must be submitted with the application.
8. A General Development Plan (GDP) which shows a drawing of how the property could be developed must be submitted with the application. The requirements for GDPs are listed in Article 13 of the Zoning Ordinance and pages 18 and 19 of this application.
9. The real estate taxes must be paid in order for the application to be complete.
10. Proffers may be provided by the applicant in order to offset impacts of the development. Proffers must be related to the impact of the rezoning application. Proffers are voluntary conditions that run with the zoning of the property. Proffers may restrict the use of the property, accommodate specified public improvements or provide monetary contributions to offset impacts of the proposed development. Proffers must be signed by the applicant and notarized. The County Attorney and Zoning Administrator must verify that the proffers are in acceptable County form prior to a public hearing being scheduled with the Board of Supervisors.
11. Any additional advertisement cost due to the applicant postponing the application will be borne by the applicant.
12. If available, it is recommended that the applicant(s) submit architectural renderings that show building materials, building heights, site design amenities, etc. Staff may request this information on a case-by-case-basis.

Application Submittal Checklist

-
- ☐ Completed **“Project Information & Primary Contacts”** form (Page 5)
 - ☐ Signed **“Statements of Understanding”** from the owner(s) and applicant (Page 6)
 - ☐ Signed and Notarized **Owner’s Consent Statement** (if applicant/agent is not the owner)
 - ☐ Completed **“General Information”** sheet (Page 7)
 - ☐ Completed **“Review Fee Calculation”** sheet and appropriate fees payable to “County of Stafford” and “Virginia Department of Transportation” (if applicable) (Pages 8 – 10)
 - ☐ Completed **“List of Adjoining Property Owners”** (Pages 11 & 12)
 - ☐ Completed **“Application Affidavit”** (Pages 13 – 16)
 - ☐ Completed **“Checklist for Generalized Development Plans”** (Pages 18 & 19)
 - ☐ Completed **“Transportation Impact Analysis Determination Form”** (Page 20)
 - ☐ Proof that **Real Estate Taxes** have been paid
 - ☐ Complete **Legal Description** of the area to be reclassified (Acreage must match Boundary Survey Plat)
 - ☐ Completed **Impact Statements**
* See **“Checklist for Impact Statements”** (Page 17)
 - ☐ Completed **Transportation Impact Analysis (TIA)**, if required (Five (5) paper copies with electronic copies or ftp site)
-

PLATS AND PLANS

- ☐ **Boundary Survey Plat** of area subject to rezoning (with 3 copies at 8½” x 11” size)
- ☐ **Generalized Development Plan** (12 full-size copies at 24”x 36” size)
* See **“Checklist for Generalized Development Plans”** (Pages 18 & 19)

Applications for reclassification to the P-TND zoning district shall also include:

- ☐ Twenty (20) copies of the Regulating Plan
- ☐ Twenty (20) copies of the Neighborhood Design Standards

RECEIVED

DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED

DATE: _____ INITIALS _____

Optional Application Materials

Although not required, the following additional materials are requested to be included with the initial application submission, if available. These items are often requested during the review process. Providing the information in advance can assist in accelerating the review:

1. Proposed Proffer Statement
2. Site Illustrations or Building Elevations
3. Electronic Version of generalized development plans, boundary survey, and any illustrations (a pdf on a CD, DVD, sent via email, or through ftp site is acceptable)
4. Additional Fiscal Impact Information for Commercial Rezoning, including:
 - a) Direct jobs expected to be created from the rezoning (years 1-5)
 - b) Estimated average wage
 - c) North American Industry Classification System (NAICS) business sector code
 - d) Projected investment in real property - broken down by land and building (years 1-5)
 - e) Projected investment in machinery & tools/equipment (years 1-5)
 - f) Projected investment in business tangible personal property (years 1-5)
 - g) Other revenues projected such as Sales, Meals, Lodging Taxes (years 1-5)

Project Information & Primary Contacts

<u>PROJECT INFORMATION</u>	<u>PROJECT #</u> _____
_____ PROJECT NAME	_____ SECTION
_____ ADDRESS (IF AVAILABLE)	_____ TOTAL SITE ACREAGE
_____ TAX MAP /PARCEL(S)	_____ ZONING DISTRICT
_____ LOCATION OF PROJECT	

<u>APPLICANT/AGENT</u> (Provide attachment if Applicant and Agent differ)	Primary Contact Person <input type="checkbox"/>		
_____ NAME	_____ COMPANY		
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

<u>OWNER</u> (Provide attachments if multiple owners)	Primary Contact Person <input type="checkbox"/>		
_____ NAME	_____ COMPANY		
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

<u>PROFESSIONAL</u> (Engineer, Surveyor, etc.)	Primary Contact Person <input type="checkbox"/>		
_____ NAME	_____ COMPANY		
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understand the requirements for the submission of a reclassification as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Stafford County Zoning Ordinance, Chapter 28 of the Stafford County Code.

Signature of Owner/Co Owner

Printed Name

Date

Signature of Owner/Co Owner

Printed Name

Date

Signature of Owner/Co Owner

Printed Name

Date

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understand the requirements for the submission of a reclassification as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Stafford County Zoning Ordinance, Chapter 28 of the Stafford County Code.

Signature of Applicant/Agent

Printed Name

Date

* Additional sheets may be used, if necessary.

General Information

Clearly indicate all information that applies to this project:

DETAILED DESCRIPTION OF PROJECT

INFORMATION FOR FEE CALCULATIONS

_____ # of Acres

Type of Rezoning:

- ☐ Standard Rezoning
- ☐ Planned Development
- ☐ Proffer Amendment
- ☐ Minor Proffer Amendment
- ☐ Minor Proffer Amendment (when submitted simultaneously with Minor Conditional Use Permit Application)

INFORMATIONAL

Previous Ordinance # _____

Previous Resolution # _____

of Lots (if rezoning to residential) _____

Original Zoning _____

Proposed Zoning _____

Proposed Use(s) _____

Review Fee Calculations

STAFFORD COUNTY FEES:

The County review fee calculations are divided into four sections. Each section is based on a different type of reclassification. Determine the application fee by filling out the one section that applies.

Section I. Standard Rezoning:

A. Base Fee: (Required - Enter the dollar amount that applies)

If less than 5.0 acres \$4,375.00

If 5.0 acres or greater\$12,500.00..... \$ _____

B. General Fee: (If greater than 5 acres)

(_____ Acres – 5) X \$125 \$ _____

C. Fire & Rescue Review Fee (required)..... \$ 125.00

D. Utilities Department Review Fee (required)..... \$ 215.00

E. Public Works Review Fee (required)..... \$ 200.00

F. Traffic Impact Analysis Review Fee: (If TIA required)

Volume <1,000 VPD\$200.00

Volume >1,000 VPD\$400.00..... \$ _____

G. Adjacent Property Notification (required):

(_____ Adjacent properties) X \$6.48 \$ _____

Sub-total (Add appropriate amounts from lines A thru G above)..... \$ _____

H. Technology Fee (sub-total x 2.75% or 0.0275)..... \$ _____

TOTAL (Sub-total + H. Technology Fee)..... \$ _____

Section II. Planned Development:

(For requests to the PD-1, PD-2, or P-TND zoning districts)

A. Base Fee	\$ <u>15,000.00</u>
B. General Fee:	
(_____Acres – 75) X \$25	\$ _____
C. Fire & Rescue Review Fee (required)	\$ <u>125.00</u>
D. Utilities Department Review Fee (required)	\$ <u>215.00</u>
E. Public Works Review Fee (required).....	\$ <u>200.00</u>
F. Traffic Impact Analysis Review Fee: (If TIA required)	
Volume <1,000 VPD	\$200.00
Volume >1,000 VPD	\$400.00
G. Adjacent Property Notification (required):	
(_____Adjacent properties) X \$6.48	\$ _____
Sub-total (Add lines A through G)	\$ _____
H. Technology Fee (sub-total x 2.75% or 0.0275).....	\$ _____
TOTAL (Sub-total + H. Technology Fee).....	\$ _____

Section III. Proffer Amendment:

A. General Fee:	
\$10,000 + If Acres>5 ((Acres – 5) X \$25)	\$ _____
B. If Planned Development:	
\$10,000 + ((_____ Acres – 75) X \$25)	\$ _____
C. Adjacent Property Notification (required):	
(_____Adjacent properties) X \$6.48	\$ _____
Sub-total (Add lines A and C) or	
(Add lines B and C)	\$ _____
D. Technology Fee (sub-total x 2.75% or 0.0275).....	\$ _____
TOTAL (Sub-total + D. Technology Fee).....	\$ _____

Section IV. Minor Proffer Amendment:

A. General Fee: \$ 6,190.00

B. Adjacent Property Notification (required):
(_____ Adjacent properties) X \$6.48 \$ _____

Sub-total (Add lines A and B) \$ _____

C. Technology Fee (sub-total x 2.75% or 0.0275)..... \$ _____

TOTAL (Sub-total + C. Technology Fee)..... \$ _____

**Section V. Minor Proffer Amendment (when submitted simultaneously
with minor Conditional Use Permit Application):**

A. General Fee: \$ 3,095.00

B. Adjacent Property Notification (required):
(_____ Adjacent properties) X \$6.48 \$ _____

Sub-total (Add lines A and B) \$ _____

C. Technology Fee (sub-total x 2.75% or 0.0275)..... \$ _____

TOTAL (Sub-total + C. Technology Fee)..... \$ _____

Sections I, II, III, IV and V: MAKE CHECK PAYABLE TO "STAFFORD COUNTY".

- If an application is withdrawn prior to the first public hearing, fifty (50) percent of the amount of the application fee may be refunded to the applicant.
- If an application is withdrawn after the first public hearing, the application fee is non-refundable.

VIRGINIA DEPARTMENT OF TRANSPORTATION FEES:

Transportation Impact Analysis Fee:

(For applications that meet VDOT Traffic Impact Analysis thresholds)

A. Subject to low volume road criteria (see 24 VAC 30-155-40 A 3) \$ 250.00

B. All other submissions \$ 1000.00

MAKE CHECK PAYABLE TO "VIRGINIA DEPARTMENT OF TRANSPORTATION"

For a third or subsequent submission of a rezoning proposal that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid. (per 24 VAC 30-155, §15.2-2222.1 of the Code of Virginia)

List of Adjoining Property Owners

The applicant is required to provide a list of the owners as shown on the current real estate tax assessment books of all abutting properties and properties immediately across the street or road from the property to be rezoned or issued a Conditional Use Permit. If the application requests a rezoning of only a portion of the parcel or a Conditional Use Permit on only a portion of the parcel, the entire parcel must be the basis for the below listing.

Provide additional pages if needed.

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

_____	_____	
TAX MAP / PARCEL	NAME	

MAILING ADDRESS		

CITY	STATE	ZIP

Application Affidavit

This form to be filed with:

**STAFFORD COUNTY
BOARD OF SUPERVISORS

1300 COURTHOUSE ROAD
STAFFORD, VIRGINIA 22555**

Internal Use Only	
Project Name:	_____
A/P #:	_____
Date:	_____

All applicants for a special exception, a special use permit, conditional use permit, amendment to the zoning ordinance or variance shall make complete disclosure of the equitable ownership of the real estate involved in the application, including in the case of corporate ownership, limited liability company ownership or similar business ownership, the name of stockholders, officers, managing partners, general partners, owners and members, and in any case the names and addresses of all of the real parties in interest. The requirement of listing names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders. In the event the ownership of the involved real estate changes in any respect during the time the application is pending, the applicant shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein. If the applicant is a contract purchaser, the ownership information required herein shall be provided for the contract purchaser in addition to the owner of the real estate involved in the application. This section applies to applications before the board of supervisors, planning commission and board of zoning appeals.

See Section 15.2-2289 for State Enabling Authority

1. Applicant information

Name of Applicant _____

Name of Company _____

Applicant Address _____

Applicant's Signature _____

Name of Agent _____

Address of Agent _____

2. Type of Application

☐ **Conditional Use Permit**

☐ **Variance**

☐ **Rezoning**

☐ **Special Exception**

Application Affidavit

Page 2

Applicant: _____

Project Name: _____

A/P #: _____

Date: _____

3. Property Information

Assessors Parcel(s) _____

Address _____

4. Unless the equitable ownership is a corporation, limited liability company or similar business ownership, list all equitable owners of the property.

<u>Name of owners</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. If the equitable ownership of the property is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 share holders.

<u>Name of Members</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Unless the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all individuals involved with the purchase of the property.

<u>Name of Members</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Application Affidavit

Page 3

Applicant: _____

Project Name: _____
A/P #: _____
Date: _____

7. If the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 share holders

Name of Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Have all individuals listed on this affidavit been notified of the purpose of the application?

☐

Yes

☐

No

9. If #8 is No, list all individuals who have not been notified about this application plus submit the cost required for the Department of Planning and Zoning or Code Administration to send certified letters notifying those listed below of this application prior to the public hearing.

Name

Address, including zip code, no P.O. Box please

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of owners to be notified: _____ **X**

Cost for certified letters \$ _____ (cost as of the day of submittal)

Total due: \$ _____ (Make checks payable to County of Stafford)

Please submit a check in the amount due with this application to cover the cost of serving the individuals listed in this section.

Application Affidavit

Page 4

Applicant: _____

Project Name: _____

A/P #: _____

Date: _____

10. Affirmation & Witness

I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief. In the event the ownership of the involved real estate changes during the time the application is pending, I shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein.

Printed name of Signer _____

Corporate Office of Signer _____

Signature _____

Date _____

COMMONWEALTH OF VIRGINIA
COUNTY OF STAFFORD, to wit:

The forgoing affidavit was acknowledged before me this _____ day of _____, _____ by
_____ owner/applicant.

My commission expires: _____

Notary Public

Checklist for Impact Statements

Impact statements are required for rezoning requests which meet at least one of the following criteria:

- a. would allow for a use(s) that could generate more than 500 average daily vehicle trips;
- b. would have a gross density of more than seven (7) dwelling units per acre;
- c. would have more than fifty (50) dwelling units;
- d. would be greater than fifty (50) acres in size;
- e. propose a commercial rezoning adjacent to residentially zoned property.

Impact Statements must address the following:

- a. current capacity of and anticipated demands on highways, utilities, storm drainage, schools and recreational facilities;
- b. fiscal impact: potential tax revenues and anticipated cost to County services;
- c. environmental impact ;
- d. impact on adjacent property;
- e. location and proximity to designated and identified historic sites.

****** These studies shall describe the differences which would result from maximum, ultimate development of the land under the proposed zoning classification as compared to maximum development under the existing zoning classification.

Transportation Impact Analysis

A Transportation Impact Analysis Determination Form (provided on page 18) must be submitted to determine if a Transportation Impact Analysis is required. A Transportation Impact Analysis (TIA) may be required by the County or VDOT depending on the amount of traffic generated by the proposed development. The thresholds are provided on the determination form.

Checklist for Generalized Development Plans (GDP)

In accordance with Section 28-224 of the Stafford County Code, when a GDP involves engineering, architecture, urban land use planning or design, landscape architecture, or surveying, such work shall be performed by persons qualified and authorized to perform such professional work, in accordance with applicable provisions of the Code of Virginia.

N/A COMPLETE

- | | | |
|--------------------------|--------------------------|--|
| | | Sec 28-225(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of drawing, |
| <input type="checkbox"/> | <input type="checkbox"/> | true north arrow, |
| <input type="checkbox"/> | <input type="checkbox"/> | scale, |
| <input type="checkbox"/> | <input type="checkbox"/> | legend for all symbols used, |
| <input type="checkbox"/> | <input type="checkbox"/> | name of the applicant, |
| <input type="checkbox"/> | <input type="checkbox"/> | name of the owner, |
| <input type="checkbox"/> | <input type="checkbox"/> | name of the development, |
| <input type="checkbox"/> | <input type="checkbox"/> | person preparing the drawing, |
| <input type="checkbox"/> | <input type="checkbox"/> | match lines if applicable; |
| | | Sec 28-225(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the area covered by the application, |
| <input type="checkbox"/> | <input type="checkbox"/> | vicinity map showing the general location of the proposed development, |
| | | major roads and existing subdivisions at a scale of one inch equals two thousand (2,000) feet; |
| | | Sec 28-225(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate locations and identification of any easements and rights-of-way on or abutting the site; |
| | | Sec 28-225(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate location of each existing and proposed structure on the site |
| <input type="checkbox"/> | <input type="checkbox"/> | the number of stories, |
| <input type="checkbox"/> | <input type="checkbox"/> | height, |
| <input type="checkbox"/> | <input type="checkbox"/> | roof line, |
| <input type="checkbox"/> | <input type="checkbox"/> | gross floor areas and |
| <input type="checkbox"/> | <input type="checkbox"/> | location of building entrances and exits; |
| | | Sec 28-225(5) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification and location of uses and structures on all abutting properties; |
| | | Sec 28-225(6) |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate location of all existing and proposed parking and loading areas, |
| <input type="checkbox"/> | <input type="checkbox"/> | outdoor trash storage, |
| <input type="checkbox"/> | <input type="checkbox"/> | lighting facilities, and |
| <input type="checkbox"/> | <input type="checkbox"/> | pedestrian walkways; |
| | | Sec 28-225(7) |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate location, height and type of each existing and proposed wall, fence, and other types of screening; |

Checklist for Generalized Development Plans (continued)

N/A COMPLETE

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(8)
Approximate location and description of all proposed landscaping; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(9)
Approximate location, height and dimensions of all proposed signage on site; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(10)
Approximate location of all existing drainage ways, floodplains and wetlands on site; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(11)
Approximate location of all common open space, recreational areas and bufferyards; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(12)
Where the site abuts any tidal water body or impoundments, the approximate high water line, low water line, top of bank and toe of slope; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sec 28-225(13)
Approximate location and identification of all significant natural or noteworthy features including, but not limited to, historic and archeological sites, cemeteries, existing trees with a trunk diameter greater than six (6) inches DBH |

Waiver of GDP Requirements

In accordance with Section 28-223 of the Stafford County Code, the Director of Planning and Zoning may waive the requirement for the submission of a GDP if the application meets one of the following standards:

- (1) There will be less than two thousand five hundred (2,500) square feet of total land disturbance on lots or parcels of less than ten thousand (10,000) square feet.
- (2) For single-family dwellings intended for the occupancy of the applicant and where there will be less than five thousand (5,000) square feet of land disturbance.
- (3) For specific items of information when, in the opinion of the director of planning, their application to the subject property does not serve the purpose and intent of this article.

A request for a waiver shall be made in writing to the Director of Planning and Zoning identifying the sections in which you are requesting a waiver and the reason for the request.

RECLASSIFICATION TRANSPORTATION IMPACT ANALYSIS DETERMINATION

Name of development _____
Type of development _____
Parcel # _____

RECEIVED BUT NOT OFFICIALLY
SUBMITTED:

DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED:

DATE: _____ INITIALS _____

Traffic Volume Calculations

This site generates:

_____ VPH (highest VPH)
_____ VPD on state controlled highways (highest)
_____ VPH Peak AM
_____ VPH Peak PM
_____ VPH Peak Saturday
_____ VPD highest intensity*

Attach a page showing the calculations and the ITE trip generation codes to this form.

Minimum Thresholds to submit a TIA

County: Any proposals generating 1,000 or more VPD.

VDOT: See "VDOT Traffic Impact Analysis Requirements" table on next page.

Trip Generation Calculation Guidelines

- Traffic volumes shall be based on the rates or equations published in the latest edition of the Institute of Transportation Engineers Trip Generation.
- If a site has multiple entrances to highways, volumes on all entrances shall be combined for the purposes of this determination.
- If the site does not have direct access to a state maintained road, the site's connection is where the site connects to the state highway system.
- Traffic volumes shall NOT be reduced through internal capture rates, pass by rates, or any other reduction methods.
- For redevelopment sites only: when the existing use is to be redeveloped as a higher intensity use, trips currently generated by the existing development that will be removed may be deducted from the total trips that will be generated by the proposed land use.
- When rezoning, use the highest possible traffic generating use unless development is limited by proffer to less than the possible highest traffic generation.

For development proposals that generate 1000 or more vehicle trips per peak hour the applicant shall request a scope of work meeting with VDOT and Stafford County Office of Transportation to discuss the required elements of a traffic impact analysis.

*The highest intensity use is the highest possible use allowable under the zoning requirements for the entire property should it be developed to its fullest extent possible under the current building guidelines. The only exception is if proffers limit the area and type of uses.

VDOT Traffic Impact Analysis Requirements

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments (including small area plans)		5,000 VPD on state-controlled highways, or Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment VDOT may request a meeting with the locality within 30 days Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review. No fee if initiated by locality or public agency. No fee for citizens' organization or neighborhood association proposing plan amendments.
Rezoning	Residential Low Volume Road Submission	400 VPD AND exceeds the current traffic volume on a state controlled highway	VDOT or local TIA (certified by VDOT) and Application submitted to VDOT for review and comment VDOT may request a meeting with the locality & applicant within 45 days Review to be completed in 120 days if VDOT requests a meeting Otherwise review to be completed in 45 days	For first and second review: \$250 - Low Volume Rd \$1000 – All other submissions
	All Other Land Uses including residential	5,000 VPD on state controlled highways, or 5,000 VPD on locality maintained streets AND within 3000 feet of a state controlled highway	NOTE: When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	No fee if initiated by locality or public agency No fee if using a VDOT TIA prepared for a small area plan

* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

** Third or subsequent submissions require additional fee as though they were an initial submission.

Filing Dates and Public Hearing Schedules

REZONING AND CONDITIONAL USE PERMIT APPLICATIONS

Final Application Date	Initial Comments Provided to Applicants	Potential Planning Commission Public Hearing *	Potential Board of Supervisors Public Hearing **
June 19, 2015	July 24, 2015	September 23, 2015	October 20, 2015
July 17, 2015	August 28, 2015	October 28, 2015	January 19, 2016
August 21, 2015	September 25, 2015	December 9, 2015	January 19, 2016
September 18, 2015	October 23, 2015	January 13, 2016	February 16, 2016
October 16, 2015	November 25, 2015	January 27, 2016	March 1, 2016
November 20, 2015	December 23, 2015	February 24, 2016	April 5, 2016
December 18, 2015	January 22, 2016	March 23, 2016	May 3, 2016
January 15, 2016	February 26, 2016	April 27, 2016	June 7, 2016
February 19, 2016	March 25, 2016	May 25, 2016	July 5, 2016
March 18, 2016	April 22, 2016	June 22, 2016	August 2, 2016
April 15, 2016	May 27, 2016	July 27, 2016	September 6, 2016
May 20, 2016	June 24, 2016	August 24, 2016	October 4, 2016
June 17, 2016	July 22, 2016	September 28, 2016	November 8, 2016
July 15, 2016	August 26, 2016	October 26, 2016	December 6, 2016
August 19, 2016	September 23, 2016	December 14, 2016	January 17, 2017

* Subject to receipt of final applicant resubmission 30 days in advance of public hearing date.

** Board of Supervisors date subject to change depending on dates of Planning Commission action.

APPENDIX

Notice regarding Proffers
VDOT Traffic Impact Analysis Checklist
Proffer Guidelines

<p>NOTICE TO APPLICANTS FOR RECLASSIFICATION OR PROFFER AMENDMENT</p>
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No application will be scheduled for public hearing until proffers have been reviewed and approved to form by the County Attorney and the Zoning Administrator. Additionally, all affected County Departments shall comment on the purposed proffer prior to the publication of any staff report. Planning staff will be responsible for coordinating review comments and scheduling public hearing dates. The timeline for public hearings included in the application is for informational purposes only.

VDOT Rezoning Package Checklist*

Traffic Impact Analysis Regulations: 24VAC30-155-40.B

- ☐ **A COVER SHEET** containing:
 - ☐ **Contact Information** for the
 - ☐ Locality,
Stafford County Office of Transportation
P.O. Box 339
Stafford, VA 22555-0339
540-658-4900
 - ☐ Developer (or owner), if applicable;
- ☐ **Site Information**
 - ☐ Rezoning location,
 - ☐ Highways adjacent to the site,
 - ☐ Parcel number or numbers;
- ☐ **Proposal Summary** with the
 - ☐ Development's name,
 - ☐ Size (acreage),
 - ☐ Proposed zoning;
 - ☐ Proposed types of land uses, including maximum number of lots or maximum business square feet, and
- ☐ **A Statement** regarding the proposal's compliance with the comprehensive plan.
- ☐ **A LOCAL TRAFFIC IMPACT ANALYSIS OR, IF LOCAL REQUIREMENTS FOR TRAFFIC STUDIES HAVE NOT BEEN CERTIFIED BY VDOT, A VDOT TRAFFIC IMPACT STATEMENT.**
- ☐ **A CONCEPT PLAN** of the proposed development.
- ☐ **ANY PROFFERED CONDITIONS** submitted by the applicant.
- ☐ **FEES** -
 - ☐ **For a locality or other public agency initiated proposal** – No fee charged.
 - ☐ **For the initial or second review** of a rezoning proposal, a single fee for both reviews will be determined by the number of vehicle trips generated per peak hour, as follows:
 - ☐ **Low Volume Road** (24VAC30-155-40 A 1 c). - \$250
 - ☐ **All other submissions** - \$1,000
 - ☐ **For a third or subsequent submission** of a rezoning proposal that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid.

* One paper copy and one electronic copy to be submitted.

This checklist is available on the [VDOT Traffic Impact Analysis Regulations website](#) in a MS Word editable format.

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 1st day of November, 2005:

<u>MEMBERS:</u>	<u>VOTE:</u>
Gary D. Pash, Chairman	Yes
Gary F. Snellings, Vice Chairman	Yes
Jack R. Cavalier	Yes
Peter J. Fields	Yes
Robert C. Gibbons	Absent
Kandy A. Hilliard	Yes
Mark W. Osborn	Yes

On motion of Mr. Fields, seconded by Ms. Hilliard, which carried by a vote of 6 to 0, the following was adopted:

A RESOLUTION TO REVISE PROFFER GUIDELINES

WHEREAS, state law permits the County to accept cash proffers under certain circumstances; and

WHEREAS, the Board last endorsed cash proffer guidelines in 2000, based upon the adopted 2001 capital budget; and

WHEREAS, the Board's Community and Economic Development Committee reviewed the current proffer guidelines and proposed changes based on per capita analysis of the cost to provide capital facilities to be utilized; and

WHEREAS, the Board believes that the revised amounts provide fair and equitable guidelines for accepting cash proffers;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 1st day of November, 2005, that the proffer guidelines be and they hereby are revised as follows:

<u>Unit Type</u>	<u>Current</u>	<u>Proposed</u>
Single Family	\$20,399	\$38,151
Townhouse	\$19,301	\$32,796
Multi-family	\$9,807	\$21,086
Mobile Home	\$10,523	\$22,859
Age-restricted	N/A	\$21,086

BE IT FURTHER RESOLVED that the County Administrator shall update these figures annually based upon the Marshall & Swift Construction Valuation data.

A Copy, teste:

Steve Crosby
County Administrator


SC:JAH:dk



MEMORANDUM

Department of Planning and Zoning

TO: Anthony Romanello, County Administrator

FROM: Jeffrey Harvey, Director 

SUBJECT: Proffer Guidelines and Marshall and Swift Index

DATE: December 7, 2015

On November 1, 2005, the Stafford County Board of Supervisors voted to approve a resolution to revise proffer guidelines. Pursuant to the Resolution, R05-392, the Board of County Supervisors also agreed that the proffer guidelines will be updated annually based upon the Marshall and Swift (M&S) Construction Valuation Data. Table B displays the prior proffer figures.

Table A displays the updated proffer figures, as of December 2015. The updated proffer amounts are: **\$48,342 for single family detached; \$41,557 for townhouse; \$26,718 for multi-family and age-restricted; and \$28,966 for mobile home.**

Table A: Current Cash Proffers as of December 2015

Housing Type	Parks and Recreation	Schools	Libraries	Fire and Rescue	Transportation	General Government	Total Suggested Monetary Contribution (as of December 2015)
Single Family	\$6,397	\$22,304	\$793	\$1,023	\$17,260	\$565	\$48,342
Townhouse	\$8,923	\$18,299	\$737	\$951	\$12,082	\$565	\$41,557
Multi Family	\$7,880	\$9,880	\$651	\$839	\$6,903	\$565	\$26,718
Age-Restricted	\$7,880	\$9,880	\$651	\$839	\$6,903	\$565	\$26,718
Mobile Home	\$5,409	\$13,611	\$479	\$617	\$8,285	\$565	\$28,966

Memo to: Anthony Romanello, County Administrator
Page 2

Table B: Cash Proffers prior to December 2015

Housing Type	Parks and Recreation	Schools	Libraries	Fire and Rescue	Transportation	General Government	Total Suggested Monetary Contribution (as of December 2014)
Single Family	\$6,303	\$21,975	\$782	\$1,008	\$17,005	\$557	\$47,630
Townhouse	\$8,791	\$18,029	\$726	\$937	\$11,904	\$557	\$40,944
Multi Family	\$7,764	\$9,734	\$641	\$827	\$6,801	\$557	\$26,324
Age-Restricted	\$7,764	\$9,734	\$641	\$827	\$6,801	\$557	\$26,324
Mobile Home	\$5,330	\$13,409	\$472	\$608	\$8,162	\$557	\$28,538

JAH:ehe

BOARD OF SUPERVISORS
COUNTY OF STAFFORD COUNTY
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors held in the Board of Chambers, Stafford County Administration Center, Stafford, Virginia, on the 3rd day of May, 1994:

MEMBERS:

Robert C. Gibbons, Chairman
Linda V. Musselman, Vice Chairman
Alvin Y. Bandy
Ferris M. Belman, Sr.
Lindbergh A. Fritter
Kenneth T. Mitchell
Lyle Ray Smith

VOTE:

Yes
Yes
Yes
Yes
Yes
Yes
Yes

On motion of Mr. Smith, seconded by Mr. Belman, which carried by a vote of 7 to 0, the following was adopted:

**A RESOLUTION TO ENDORSE THE REVISED DEVELOPMENT
CONTROL POLICY GUIDELINES FOR PARKS AND RECREATION
LAND REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENTS
SUBJECT TO REZONING**

WHEREAS, the current development control policy guidelines are intended to off-set the impact of residential development on the existing parks and recreation infrastructure; and

WHEREAS, both the Planning and Parks and Recreation Commissions have recommended endorsement of the revised development control policy guidelines; and

WHEREAS, the Board of Supervisors believes that the revised Parks and Recreation Development Control Policy Guidelines are appropriate and desirable for Stafford County;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 3rd day of May, 1994, that the revised Development Control Policy Guidelines for Parks and Recreation Land Requirements be and they hereby are endorsed as supplementary to the cash proffer guidelines currently in use.

A Copy, teste:

C.M. Williams, Jr.
County Administrator

CHMJr:WCS:ek

PARK DESCRIPTIONS AND LAYOUT PLANS

Mini-Parks

Mini-Parks are parks that result from opportunities, rather than as a dedicated response to population demand. Mini-Parks are intended to provide passive recreation and open space opportunities to higher-density suburban areas. These parks may be developed as aesthetic solutions for parcel remnants or as focal points within subdivision circulation systems.

The provision of Mini-Parks would be particularly important in areas with high percentages of elderly residents. Mini-Parks should be highly visible and centrally located within residential areas; remotely located Mini-Parks are infrequently used and fall into neglect. This kind of park is typically very small, about ½ acre is sufficient. The service area is determined by the range of pedestrian access (usually about ½ mile). The park should contain facilities that contribute to the enjoyment of passive activities such as reading, sunning or conversation.

Neighborhood Parks

Neighborhood Parks are intended to provide open space and play facilities for pre-school and elementary school children within higher density suburban environments. Prospective sites should be within residential areas, with safe pedestrian and bicycle access, away from major streets and highways.

In many ways, Neighborhood Parks serve as substitutions for open space and free play opportunities that are more available to young children in less densely developed areas. The service radius is approximately ½ mile and a population of approximately 1,250.

Facilities in neighborhood Parks should encourage development of agility, coordination, and strength through climbing, jumping, swinging, and running. Basic recommended facilities include swings, spring horses, timber and tire climbing apparatus and slides. The ground surface of the play area should be resilient material such as sand or pea gravel. A grassy open play area is also recommended for free play.

Neighborhood Parks are similar to the recreational facilities found at small elementary schools.

With continued subdivision development in the County, land developers may provide a majority of the Neighborhood Park facilities.

PARK DESCRIPTIONS AND LAYOUT PLANS

Community Parks

Community Parks are intended to provide facilities for young children, pre-teens and teenagers within a small recreational complex. Together with the Neighborhood Parks, Community Parks will provide the majority of closer to home recreational opportunities. Like Neighborhood Parks, this level of park should be developed within residential neighborhoods, away from major streets and highways. Community Parks should be at least 12 acres in size and should be planned at a rate 3.5 acres per thousand population. With the population base at approximately 4,000 in 1988, the average service radius of a Community Park was approximately 2 miles, with adjustments for density of population and presence of existing Community Park level facilities.

Basic facilities for Community Parks include tot lot and playground equipment, open play fields, a basketball court, a baseball or softball field, and a soccer field. One out of every two community Parks would contain two tennis courts and one out of three would have a swimming pool.

District Parks

District Parks are intended to serve as major sports complexes in the County. The target consumers are young adults with families. District Park sites should have excellent access to major streets and highways, should contain at least 65 acres of level, well drained land (although as few as 50 acres would be acceptable in areas of high land costs), and should be centrally located to population centers, ideally within 15-20 minutes driving time of its service population of 15,000 people.

Principal access to District Parks is expected to be by auto, permitting a large service area. Accordingly, the facilities are structured to accommodate activities that serve recreational leagues and other large-scale activities.

The basic recommended facilities recommended for District Parks are two softball fields, one baseball field, one soccer or football field and one additional soccer or softball field, depending upon the needs of the service area. At least three of the five fields should be lighted to permit maximum use for summer recreational leagues. Picnic facilities are recommended to provide a basic level of family activities.